

## Large On-Site Sewage System (LOSS) Maintenance Log / Annual Reporting Form

Recommended Frequency	System Component / Maintenance Task	Date Maintenance Task Performed (check when task is completed)											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Pump / Pump Chamber</b>													
Monthly	Visual Inspection												
Biannually	Check / Clean Screen(s)												
Biannually	Test Run Pumps												
Biannually	Check Float Switch Operation												
<b>Pump Controls / Electrical Panel</b>													
Weekly	Record Elapsed Time Meter Readings												
Weekly	Record Dose Counters												
Monthly	Calculate Average Daily Flows												
Biannually	Manually Operate Controls												
Biannually	Check for Moisture & Corrosion												
Biannually	Test Alarm(s)												
<b>Distribution System / Drainfields</b>													
Monthly	Inspect Monitor Ports												
Monthly	Inspect Drainfields for Ponding												
Biannually	Inspect and Exercise Valves												
Biannually	Rotate Fields												
<b>Septic Tanks / Pump Chambers</b>													
Biannually	Check Sludge Levels												
Biannually	Check Floating Solids (Scum) Level												
Biannually	Check / Clean Effluent Filters												
Biannually	Check Inlets / Outlets												
<b>Operating Permit Requirements</b>													
Annually	Renew Permit												
Annually	Annual Report												

**Please provide the following information and / or make changes as needed to assist us in maintaining our records:**

County \_\_\_\_\_

System Name \_\_\_\_\_

Approved Max. Flow \_\_\_\_\_

Contact Person \_\_\_\_\_

LOSS Legal Owner \_\_\_\_\_

Owner Address \_\_\_\_\_

Phone / Fax No \_\_\_\_\_

Manager \_\_\_\_\_

Title \_\_\_\_\_

Phone No. \_\_\_\_\_

**Information Provided By:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**This form may be used to track LOSS maintenance. A completed copy will satisfy annual reporting requirements associated with your permit (attach pump/service receipts, if available). Contact Mamdouh El-Aaraq at (509) 456-2754, or [mamdouh.el-aaraq@doh.wa.gov](mailto:mamdouh.el-aaraq@doh.wa.gov) for questions and/or assistance regarding maintenance, permits, or annual reporting requirements. Mail completed form to: Mamdouh El-Aaraq, DOH Large On-Site Program, 1500 West Fourth Avenue, Suite 403, Spokane, WA 99204-1656, or send facsimile (FAX) to (509) 456-3127.**